

SCHOHARIE COUNTY  
NEW YORK  
JANUARY 2010

REQUEST for PROPOSALS

*for*

ANALYZING COUNTYWIDE HIGHWAY  
SERVICE DELIVERY OPTIONS

Schoharie County is soliciting Requests for Proposals from qualified consultants/individuals to perform a study to discuss the pros and cons of Town/Village/County highway consolidation or other ways to provide cost effective highway services. This RFP consists of four pages.

The County received a grant from New York State for funds under the Local Government Efficiency Grant Program. The County expects the successful consultant to gather and analyze geographical and fiscal data concerning the sharing or consolidation of highway services at the Town, Village and County level. The successful consultant will make recommendations to the County for the most cost effective way to offer highway services to the citizens of Schoharie County (toolbox of options) and develop draft inter-municipal agreements in the event such agreements are needed to share or consolidate services.

The County has a total of \$55,555.56 available to conduct the study. Proposals are being sought to undertake the study from consultants with expertise in municipal finance, fiscal analysis, and consolidation of municipal services.

***Consultant Requirements:***

- A. *Education* - The prospective consultant must demonstrate that the project team has the education to complete the study.
- B. *Experience* – The prospective consultant must clearly demonstrate that the project team has worked at length on shared service issues.
- C. *Availability* – The study must be completed no later than January 31, 2011. The successful consultant will be expected to attend meetings as needed.

***Information Required From Consultant to respond to this RFP:***

*A. Executive Summary*

State in succinct terms your understanding of the project based on your past experiences and knowledge of similar areas. This narrative should also address any concerns, issues or technical requirements that the County should consider.

*B. Project Approach, Time and Cost Schedules*

Describe the approach and proposed time schedule for providing the study. Include a breakdown of the project's components and/or phases, time schedule and a meeting schedule. Applicants should also provide a cost schedule with not-to-exceed figures for each component and/or phase of the project. Total project cost shall not exceed \$55, 555.36.

*C. Past Experience and References*

Provide a description of projects currently under contract or recently completed by your firm that are similar to the study being undertaken. Include specific experience detailing your firm's work

with shared service studies. Include the name and telephone number of a responsible official we may contact as a reference for the project. Experience shown shall be that of the Project Manager who will be assigned to the project.

#### *D. Project Team*

Identify the management and professional personnel who will be directly employed in the completion of this project. Indicate where they will be physically located during the time they are engaged in the proposed work. Include education, professional licenses, and past experience in this type of work.

#### **Presentation Meeting**

The County may select prospective consultants to make a half-hour presentation of their proposal. Such presentations provide an opportunity for the consultant to clarify his/her proposal to the County in order to ensure a thorough understanding of the material submitted. The presence of the Project Manager who will be working specifically on the project will be required to attend such meeting.

#### **Contractual Obligations**

The selected consultant is required to adhere to the scope of work set forth in his/her RFP that shall be made a part of his/her contract with the County. The County reserves the right to withhold payment if the consultant does not adhere to the standards set forth in the RFP response in the contract with the County.

#### **Rejection of Proposals**

The County reserves the right to amend, modify or withdraw this RFP; require supplemental statements of information from consultants; extend deadline for responses of this RFP; reject any or all proposals received pursuant to this RFP; waive or correct and irregularities in proposals received, after prior notice to the consultant; negotiate separately with other competing consultants; and award a contract to as many or as few consultants as the County finds necessary. Women and minority businesses are encouraged to submit proposals.

#### **Incurring Costs**

This RFP does not commit the County toward a Contract, to pay the costs incurred in preparing any response to this RFP, or to procure the services described herein. All proposals are submitted at the sole cost and expense of the consultant including the cost of duplicating the background materials requested. The County shall incur no liability or obligation to any consultant except pursuant to written contract for services, duly executed by the consultant, and an authorized signatory of the County.

## **Submission**

The original and eight (8) copies must be received by **Tuesday, February 23, 2010.**

Proposals should be mailed or delivered to:

Schoharie County Planning & Development Agency  
349 Mineral Springs Road  
Cobleskill, NY 12043  
(518) 234-3751

Submit questions by Tuesday, February 9, 2010 to:

Schoharie County Planning & Development Agency  
518-234-3751  
aliciaterry@co.schoharie.ny.us  
shanenickle@co.schoharie.ny.us